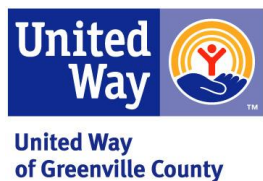


# GRANT ASSISTANCE PARTNERSHIP

**FY 2013-14**

**July 1, 2013 - June 30, 2014**

## **GUIDELINES AND APPLICATION**



United Way of Greenville County  
Greenville County Redevelopment Authority  
City of Greenville - Community Development Division

**Deadline for Submission: Friday, May 31, 2013**

***To be submitted to:***

Lisa Colby  
United Way of Greenville County  
105 Edinburgh Court  
Greenville, SC 29607  
[P] 864.467.3536 [F] 864.467.3535

# GRANT ASSISTANCE PARTNERSHIP

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For several years, the City of Greenville, the United Way of Greenville County and the Greenville County Redevelopment Authority (GCRA) have provided funding to neighborhood associations striving to make a difference within their communities. In 2006, the three entities combined their separate community grant efforts into one: The Grant Assistance Partnership (GAP).

The Grant Assistance Partnership will provide grant awards to neighborhood associations that are seeking positive community development through various projects and programs.

## MISSION

The GAP is a combined effort between the City of Greenville, the United Way of Greenville County and the Greenville County Redevelopment Authority to empower residents through their neighborhood associations with the goal of enhancing and improving their communities.

## SOURCE OF FUNDING

The GAP is made possible through funds provided by the City of Greenville and the GCRA through their Community Development Block Grant programs (CDBG) and the United Way of Greenville County.

## ELIGIBILITY

Neighborhood associations that have (or are working toward) their Articles of Incorporation and are operating in one of the following Community Development Block Grant (CDBG)-eligible neighborhoods are welcome to apply for the grant:

Arcadia Hills	Haynie-Sirrinc	Southernside
Brutontown	Judson	Sterling
Cotton Mill	Nicholtown	Union Bleachery
Freetown	Needmore-Greer	Victor Mill-Greer
Gower	Otis-Wilkins	Viola
Sullivan	Pleasant Valley	West End
Green Avenue	Poe Mill	West Greenville
Greenline-Spartanburg	Sanctified Hill-Fountain Inn	

Neighborhood associations are eligible to receive up to \$2,500 per year, to be used for projects as determined by the association. Funds may be used for neighborhood activities and initiatives that address the following community development criteria: organizational and leadership development, resident involvement, communication, crime prevention, training & education, beautification, capital improvements and housing development.

# GRANT ASSISTANCE PARTNERSHIP

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## ELIGIBLE PROJECTS

Projects should address one or more of the following areas of community development:

- Organizational & Leadership Development
- Resident Involvement
- Communication
- Crime Prevention
- Training/Education/Awareness
- Beautification
- Capital Improvements
- Housing Development

## EXAMPLES OF ELIGIBLE PROJECTS

**Each neighborhood association is strongly encouraged to develop and implement a strategic plan. This strategic plan should serve as a guide for requesting GAP funds to assist in implementing your neighborhood association's strategic plan.**

Preference will be given to projects that demonstrate high levels of resident involvement and contribution, and projects that seek to build and sustain connections among neighbors and groups within the community. All projects should promote partnerships among neighbors and should benefit the community as a whole.

Possible projects include, but are not limited to the following examples:

<b>Neighborhood Goal Area</b>	<b><i>Examples of Projects</i></b>
1. Organizational & Leadership Development	<i>Legal &amp; accounting services, incorporation assistance</i>
2. Resident Involvement	<i>Festivals, Senior/ Youth programs, Cultural events</i>
3. Communication	<i>Neighborhood newsletters, Community directory, Fliers</i>
4. Crime Prevention	<i>Crime watch programs</i>
5. Training/Education/Awareness	<i>Job fairs, Summer youth employment assistance</i>
6. Beautification	<i>Community clean-ups, Community gardens</i>
7. Capital Improvements	<i>Street lights, Neighborhood signs, Park revitalization</i>
8. Housing Development	<i>Housing condition surveys</i>

## FUNDING RESTRICTIONS

Projects on private property are not eligible to receive funding through the GAP.

## GRANT PROCESS

### **Deadline for Submitting Completed GAP Applications**

**Friday, May 31, 2013      5:00 pm**

Applicants will receive notification of grant awards by June 30, 2013.

# GRANT ASSISTANCE PARTNERSHIP

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## GAP AGREEMENT FORM

Neighborhood associations that are awarded GAP funds are responsible for using the grant as indicated in their application. A GAP Agreement will be sent with award notification. Recipients must sign and return the agreement before funds will be provided.

Funds may be requested in two ways: 1) as reimbursement for eligible expenses, based upon approved invoices and receipts, or, 2) as payment directly to a vendor based upon eligible expenses.

## GAP EVALUATION FORM

As part of the GAP agreement, the grant recipient must complete an evaluation of the project within six months of its completion in order to be eligible to receive additional funding through the GAP. The GAP Evaluation Form will also be sent to the grant recipient with award notification and the GAP Agreement Form.

## APPLICATION CHECKLIST

Please be sure your application includes the following information:

- Organization Information
- Project Budget Information
- Project Information
- Signed copy of a Board or Neighborhood Association Resolution  
(A resolution form is attached.)

## APPLICATION FORMAT

The application should follow the following formatting guidelines:

- Typed or printed in black ink
- No faxes or e-mails
- Please submit your completed application, *with original signatures*.

## SUBMITTING THE APPLICATION

Applications should be mailed or hand-delivered to:

Lisa Colby, Director of Operations & Initiatives  
United Way of Greenville County  
105 Edinburgh Court  
Greenville, SC 29607  
[Phone] 864.467.3536 [Fax] 864.467.3535

***Applications must be received by Friday, May 31, 2013, 5:00 pm.***

# GRANT ASSISTANCE PARTNERSHIP APPLICATION

*Please type or print clearly, using black ink.*

## ORGANIZATION INFORMATION

Organization Name \_\_\_\_\_

Primary Contact for Grant Application \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Current Date \_\_\_\_\_

- Does the neighborhood association currently have its Articles of Incorporation? \_\_\_\_\_
- Is the association working towards its Articles of Incorporation? \_\_\_\_\_
- Is the association currently registered as a Charitable Organization? \_\_\_\_\_
- Does the association currently have a completed Strategic Plan? \_\_\_\_\_

**If 'yes', please include a copy with this Application.**

**TOTAL FUNDS REQUESTED \$ \_\_\_\_\_ (not to exceed \$2,500)**

## SIGNATURE

The signature below certifies that the information included in this application is correct and that this application has been authorized by the applicant's governing body as an expression of the neighborhood's wishes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title (President or other Authorized Official) \_\_\_\_\_

## GRANT ASSISTANCE PARTNERSHIP SUMMARY OF PROJECT REQUESTS

*This sheet should serve as a summary of all project sheets. It should be completed **after** all project sheets are completed.*

Neighborhood Goal Area*	Project Title (Event, Activity)	GAP Budget		
		Food	Non-food	Total
		\$	\$	\$
	<b>TOTAL</b>	\$	\$	\$

*\*Each project should address a Neighborhood Goal Area.*

Neighborhood Goal Area	Examples of Projects
1. Organizational and Leadership Development	<i>Legal and accounting services, Incorporation assistance</i>
2. Resident Involvement	<i>Festivals, Senior/ Youth programs, Cultural events</i>
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8. Housing Development	<i>Housing condition surveys</i>

## PROJECT SHEET

*Please complete a Project Sheet for each Project your neighborhood association plans to implement under this Application.*

**NEIGHBORHOOD GOAL AREA\***(See page 2) \_\_\_\_\_

**PROJECT TITLE (Event/ Activity)** \_\_\_\_\_

### **PROJECT BUDGET INFORMATION**

1. Total Project Budget \$ \_\_\_\_\_
2. GAP Funds Requested (not to exceed \$2500) \$ \_\_\_\_\_
3. In the table below, indicate your plans for spending GAP funds for this project.

ITEM DESCRIPTION	Food	Non-food	Total
	\$	\$	\$

### **PROJECT INFORMATION** – *If necessary, please use additional sheet(s) to fully explain all items.*

4. Please describe the project, its intended goals and objectives, and how it will benefit the neighborhood. Indicate if this is an on-going project and if it has been successful in your previous efforts.
5. How do you plan to accomplish the project? Will you partner with another agency or organization? Will you rely on neighborhood volunteers?
6. How will you inform the neighborhood of this project?
7. Please provide a timetable for the project. What are the anticipated start and end dates?  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_
8. If this project involves an event or activity, please list the event title(s) and date(s) with a brief description:

Event/Activity	Date	Description	Person(s) Responsible

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Event/Activity	Date	Description	Person(s) Responsible

**RESOLUTION**

**TO PARTICIPATE FULLY IN THE COMPLETION  
OF THE COMMUNITY DEVELOPMENT PROJECT(S) SPECIFIED  
IN THE ENCLOSED GAP APPLICATION**

WHEREAS, \_\_\_\_\_ has identified the project(s) detailed in this GAP Application to be beneficial to the \_\_\_\_\_ community in one or more of the following realms of community development: organizational development, resident involvement, communication, crime prevention, training & education, beautification, capital improvements and housing development; and,

WHEREAS, the members of the \_\_\_\_\_ have agreed to support and actively participate in the project(s) detailed in this GAP Application; and,

WHEREAS, the members of \_\_\_\_\_ understand that receiving GAP funding joins the neighborhood association with the City of Greenville, the Greenville County Redevelopment Authority and the United Way of Greenville County in a commitment to community development in the \_\_\_\_\_ neighborhood.

NOW, THEREFORE, LET IT BE RESOLVED BY THE PRESIDENT AND MEMBERS OF THE \_\_\_\_\_ COMMUNITY, that this GAP Application is submitted and the project(s) detailed therein fully supported.

RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
Neighborhood Association President

\_\_\_\_\_  
Neighborhood Association Member

\_\_\_\_\_  
Neighborhood Association Member

\_\_\_\_\_  
Neighborhood Association Member

\_\_\_\_\_  
Neighborhood Association Member

\_\_\_\_\_  
Neighborhood Association Member

\_\_\_\_\_  
Neighborhood Association Member